

DEFINITIONS

Personnel File: The file maintained by the appointing authority or designee, in the agency for which the employee works.

State Personnel File: The record keeping system maintained by the State Personnel Department as required by IC 4-15-2.2-15 and/or IC 4-15-2.2-38.

RESPONSIBILITIES

The employing agency is responsible for:

- ensuring that all staff who may receive a request to view an employee's personnel file know and follow the laws, rules and policies related to public information requests; and
- providing to employees a copy of any document relevant to the employee's work performance that is placed in his/her personnel file; and
- providing, upon request, one copy at no cost of any documents maintained in an employee's personnel file to that employee or the employee's designated representative who presents written authorization from the employee; and
- routinely releasing to the public only the following personal information concerning an employee: name, gross compensation, job title, business address, business telephone number, job description and dates of employment; and
- securing instructions from the State Personnel Department on how to respond to requests for information other than that just described above; and
- providing SPD with needed information and following SPD's direction on disseminating information beyond that provided above; and
- providing timely and appropriate responses to persons seeking access to personnel files.

The person receiving a request to view an employee's personnel file or otherwise access information in an employee's personnel file is responsible for:

- requesting written authorization if the requestor is seeking the personnel file of another person; and
- responding to the request in a timely manner or referring it to the appropriate responder immediately so a timely response can be provided.

The person responding to a request to view an employee's personnel file or otherwise access information in an employee's personnel file is responsible for:

- responding in a timely manner; and
- remaining in the presence and view of the person and the file at all times; and
- ensuring no medical information is contained in the file presented to the requestor unless the written authorization to view the file contains an explicit authorization to review medical information. If the authorization contains an explicit authorization to view only some medical information, then only that information specified in the written authorization may be viewed; and
- redacting social security number and other information that would constitute an unwarranted invasion of personal privacy (eg. home address, beneficiaries); and
- advising the requestor of the copying charge should s/he choose to have copies made of any documents in the file; and

- submitting money received for copies to the appropriate authority and providing the requestor with a receipt; and
- making copies of any documents as requested; and
- advising the employee whose personal information was provided to a person not having regular authorized access of the name of that person and the information released; and
- ascertaining whether the employee has already received, at no cost, a copy of all the documents currently maintained in his/her own personnel file, and providing the copy(s) of document(s) where appropriate; and
- securing instructions from the State Personnel Department on how to respond to requests for access to personal information that the employing agency is not routinely authorized to release. This includes providing the requested information to the State Personnel Department for review and determination whether release is appropriate.

The State Personnel Department is responsible for:

- ensuring that all staff who may receive a request to view an employee's personnel file know and follow the laws, rules and policies related to public information requests; and
- disclosing only that personal information which is allowed by law; and
- causing the employee to be notified (unless prohibited by law) when information, other than the employee's name, gross compensation, job title, business address, business telephone number, job description and dates of employment, is released to a person not having regular access authority.

PROCEDURES

Public information requests must be handled in accordance with IC 5-14-3 and any rules or policies established by the Indiana Public Access Counselor.

Questions about the propriety of releasing specific information may be directed to the Public Information Officer(s) of the employing agency or the State Personnel Department, or to the Public Access Counselor.

Copying costs are determined by Indiana Department of Administration.

REFERENCES

IC 4-1-6
IC 4-15-2.2-15
IC 4-15-2.2-38
IC 5-14-3
IC 4-1-10